



MASON J. POOLER
FIRE CHIEF



CITY OF WEST ALLIS
FIRE DEPARTMENT

MEMORANDUM

TO: Mayor Devine, Common Council Members
FROM: Mason Pooler, Fire Chief
DATE: August 5, 2019
SUBJECT: Request for Reclassification of Fire Department Equipment Mechanic to Fleet Manager

Mayor and Council Members:

This communication is a request for your approval of the reclassification of the position of Equipment Mechanic (currently vacant) within the Fire Department to Fleet Manager.

The evaluation of the position and the overall needs of the organization included the consideration of the following:

- The ability to work with minimal supervision while completing the various projects and dealing with high workload
- Responsibility of a large and diverse fleet (35 vehicles total including, but not limited to ATVs, UTVs, SUVs, sedans, fire engines, ambulances, and aerial apparatus)
- Specialty skills such as the ability to work on breathing apparatus and EMS cots
- Current and future initiatives/projects required to accomplish the Fire Department's Mission and Vision, as approved by the Board of Police and Fire Commissioners
- Market demand for similar positions in both the public and private settings

In preparation for this request, Carlson Dettmann Consulting has evaluated the Job Description Questionnaire (JDQ) for the reclassified position. The recommendation based on the adjusted responsibilities is the classification of the position as a Salary Grade I. The position of Equipment Mechanic is currently classified as a Salary Grade F. The difference between the minimum starting of a Salary Grade I and F is currently \$12,500.80.

For your reference the following documents are included with this request:

- JDQ for Fire Department Fleet Manager

Thank you for your consideration of this request. Please contact me if you have questions or concerns.

Sincerely,

Mason Pooler
Fire Chief